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Procurement Services – Avoiding Jail Time

Rachel Bost

University of Mississippi

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Avoiding Jail Time: Procurement Policies aka State Laws

Rachel Bost

Director of Procurement Services



The University of Mississippi is subject to the regulations of:

MS Department of Finance and Administration

MS Dept. of Information Technology Services

Mississippi Institutions of Higher Learning

MS Office of the State Auditor

State & Federal Laws

Funding Agencies

Purchasing: Commodities/Equipment (non-IT)

Less Than \$5,000	\$5,000 – \$50,000	\$50,000 plus
Verbal quote is sufficient	Two Written Signed Quotes	Sealed Bids
P-Card	Sole Source Certifications	

Procurement Card

- Mandatory State Contracts – \$100 rule
 - Office supplies, laser printer cartridges, paper
- No Employee Travel
- No Splitting Charges to Circumvent Spending Limits
- Avoid Mississippi Sales Tax
- Tips – 20% maximum



Purchasing: Contractual Services (non-IT)

A silver pen is positioned diagonally across the upper right portion of the image. The background is a document with the word 'CONTRACT' printed in large, bold, black serif capital letters. The pen's tip is pointing towards the bottom left, just above the word 'CONTRACT'. The overall image has a professional, business-oriented aesthetic.

- For competitive procurements, follow same guidelines as bid law
- Requests for Proposal – start early!
- Contracts over \$250K require IHL Board approval
- Independent Contractors/Consultants – Form 13s

Purchasing: Information Technology

- Hardware, Software, and Services
- Unlike other services, IT SERVICES MUST BE BID
- Lifecycle Costs = Solution Based
- Authority delegated to UM CIO
 - Competitive procurements up to \$250K
 - Sole source certifications up to \$250K
- EPLs easiest way to make purchase



Construction/Renovation/Furniture

- Facilities Planning
 - Up to \$1M
 - IHL approval for larger projects
 - Project Request Form
- Project Costs
- Furniture Purchases
 - State Contract
 - Interior Designer



Employee Travel

- Travel Authorization
 - Conferences
 - International Travel
- Airfares
- Rental Cars
- Advances/Reimbursements





Spending Policies

- Food Purchases
- Entertainment
- Inappropriate Use of Funds
- Fully document expenditures

Miscellaneous

- Prepayments/Deposits – IHL approval
- Original Invoices/Receipts
- Original Signatures
- Timing is KEY



Property Control

- Department Head Responsibility
- Financial Accountability
- Proper Disposal of University Property
- Off Campus Repairs
- State Audit

